

## **SECTION 15.0 PARTY NAME GUIDELINES**

### **15.1 Overview**

1. Enter party names as they appear on the complaint and in the order in which they appear.
2. Remember to do **thorough searches** before adding names, especially businesses.

Example: search both IBM and International Business Machines

3. **No periods or commas** in the party name with the exception of internet companies.

Example: AOL.com

4. No spaces between initials.

Example: AO Smith  
IBM  
M&I

5. If a **business name** on the complaint begins with an article (A, An, or The), enter the name with the article preceding the name as written.

Example: The Franklin Mint Company  
The Grand Avenue Mall  
The Chocolate Factory

**NOTE:** This applies to **business names only**.

6. If the company name is U. S. Furnace Co, use US Furnace Co in Last Name. (U. S. is the official name of the company, not United States.)
7. If the business name uses “and”, use and. If the business name uses “&”, use &.

Example: M&I Bank  
Junge and Associates Inc

8. Use party text for descriptive parts of a business name.

Example: The General Electric Supply Company, an Arizona Corporation

Last Name: The General Electric Supply Company  
Party Text: an Arizona Corporation

Example: A.O. Smith Corporation - Painting Division

Last Name: AO Smith Corporation Painting Division  
Party Text: *none*

9. If you only have a **first** name, put it in the **last** name field.
10. If you only have initials, put the first initial in the first name field and the second initial in the last name field.

Example: M.G.

Last Name: G

First Name: M

11. When a person sues on behalf of the USA as “ex rel”, add the USA with party role “plaintiff” and add the person’s name with party role “relator”.

Example: United States of America ex rel David Jones

Last Name: USA

Party Role: plaintiff

Last Name: Jones

First Name: David

Party Role: relator

## 15.2 ENTERING PARTY NAMES

### PARTY NAMES – WITH PARTY TEXT

Example Name: John B. Jones, Jr., husband, and the marital community composed thereof

Last Name: Jones

First Name: John

Middle Name: B

Generation: Jr

Party Text: husband and the marital community composed thereof

### PARTY NAMES - TWO SURNAMES HYPHENATED

Example Name: Shirley Forrest-Harris

Last Name: Forrest-Harris

First Name: Shirley

Middle Name:

## **PARTY NAMES - TWO SURNAMES NOT HYPHENATED**

Example Name: Shirley Forrest Harris (no middle initial)

Last Name:	Harris
First Name:	Shirley
Middle Name:	Forrest

Example Name: Shirley A. Forrest Harris (with middle initial)

Last Name:	Forrest Harris
First Name:	Shirley
Middle Name:	A

## **PARTY NAMES - SPANISH SURNAMES**

Example Name: Jesus Adolfo Villegas Navarro

Last Name:	Villegas Navarro
First Name:	Jesus
Middle Name:	Adolfo

## **PARTY NAMES - WITH A TITLE**

Example Name: Lieutenant Smith

Last Name:	Smith
First Name:	Lt
Middle Name:	

Example Name: Sheriff John J. Jones

Last Name:	Jones
First Name:	John
Middle Name:	J
Title:	Sheriff

Example Name: Nurse Jones

Last Name:	Jones
First Name:	Nurse
Middle Name:	

Example Name: Dr. James R. Olson

Last Name: Olson  
First Name: James  
Middle Name: R  
Title: Dr

Abbreviate **only** the following titles: Attorney.....Atty  
Doctor.....Dr  
Governor.....Gov  
Lieutenant.....Lt  
Reverend.....Rev  
Sergeant.....Sgt

## **PARTY NAMES - WITH AN ALIAS**

If a nickname, as well as a proper name is listed, enter the nickname as an “ALIAS” and use the alias role of “aka”.

Example Name: Manuel “Manny” Valle

Last Name: Valle  
First Name: Manuel  
Middle Name:  
Party Text:

### **with the following alias:**

Alias Last Name: Valle  
Alias First Name: Manny  
Alias Middle Name:  
Alias Role: aka

Entering an Alias:

1. Enter the alias name.
2. After accepting the name, enter the Role (aka, dba, fka, etc.)
3. After entering one alias, the screen loops back to enter a second alias. If there is only one alias, proceed as normal.
4. If there is only one name, put it in Last Name field.

Example: Bubba, Big Shot, Crazy Al, etc.

### **15.3 ENTERING UNION NAMES**

The full union name, including local number, is entered in Last Name, exactly as it appears on the complaint.

#### **UNION NAMES - WITHOUT A LOCAL NUMBER**

Example Name: American Nurses' Association

Last Name: American Nurses' Association

Example Name: United Textile Workers Union

Last Name: United Textile Workers Union

#### **UNION NAMES - WITH A LOCAL NUMBER**

Example Name: Operating Engineers Local 139 Health Benefit Fund

Last Name: Operating Engineers Local 139 Health Benefit Fund

Example Name: Sheet Metal Workers Union Local No 18

Last Name: Sheet Metal Workers Union Local No 18

Example Name: Brewery Workers Local 9 UAW

Last Name: Brewery Workers Local 9 UAW

### **15.4 ENTERING AGENCIES AND JAILS**

#### **FEDERAL, STATE AND LOCAL GOVERNMENT AGENCY NAMES**

Enter the agency name exactly as it appears on the complaint.

**Search Hint:** enter \*administration or \*bureau

Example Name: Food and Drug Administration

Last Name: Food and Drug Administration

Example Name: FDA

Last Name: FDA

Example Name: Bureau of Alcohol, Tobacco & Firearms

Last Name: Bureau of Alcohol Tobacco & Firearms

When an agency of the government and its head are named as a party, enter the agency (i.e., Secretary Department of Health and Human Services) in Last Name and the name of the agency head (i.e., Tommy G. Thompson) in Party Text, unless the agency head is being sued in their individual capacity.

Example Name: Tommy G. Thompson, Secretary Department of Health and Human Services

Last Name: Secretary Department of Health and Human Services

Party Text: Tommy G Thompson

Example Name: Commissioner Social Security Administration Larry G. Massanari

Last Name: Commissioner Social Security Administration

Party Text: Larry G Massanari

When an agency head is being sued both individually and in their official capacity, enter the agency head and the agency as separate parties.

Example Name: Tommy G. Thompson, Secretary Department of Health and Human Services,  
both individually and in his official capacity

Last Name: Thompson

First Name: Tommy

Middle Name: G

Party Text: both individually and in his official capacity as Secretary  
Department of Health and Human Services

Last Name: Secretary Department of Health and Human Services  
Party Text: *none*

## **SHERIFF and POLICE DEPARTMENTS & PERSONNEL**

Enter sheriff and police department personnel exactly as they appear on the complaint.

**Search Hint:** enter \*police or \*sheriff

Example Name: Milwaukee County Sheriff's Department, State of Wisconsin  
Last Name: Milwaukee County Sheriff's Department State of Wisconsin

Example Name: Milwaukee Police Department  
Last Name: Milwaukee Police Department

Example Name: MPD  
Last Name: MPD

## **JAILS**

Enter the names of jails exactly as they appear on the complaint.

**Search Hint:** enter \*jail or \*correctional

Example Name: Manitowoc County Jail  
Last Name: Manitowoc County Jail

Example Name: Waupun Correctional Institution  
Last Name: Waupun Correctional Institution

## 15.5 ENTERING UNKNOWN

Enter “unknown” in Last Name and enter the name as it appears on the complaint in Party Text.

Example Name: Unknown Milwaukee County Sheriff’s Deputy

Last Name: Unknown

Party Text: sued as: Unknown Milwaukee County Sheriff’s Deputy

Example Name: Unknown Nurse at St. Mary’s Emergency Room

Last Name: Unknown

Party Text: sued as: Unknown Nurse at St Mary’s Emergency Room

**NOTE:** If the complaint names “ABC Insurance Company”, and it is clear it is an unknown insurance company, use the following:

Last Name: Unknown

Party Text: sued as: ABC Insurance Company

## 15.6 ENTERING JOHN DOE / JANE DOE

Example Name: John Doe

Example Name: Jane Doe

Last Name: Doe

Last Name: Doe

First Name: John

First Name: Jane

Example Name: John Does I - X

Last Name: Doe

First Name: John

Party Text: sued as: John Does 1 - X



## 15.7 ENTERING STATES, COUNTIES AND CITIES AS PARTIES

Enter a state, county or city exactly as the name appears on the complaint.

**Search Hint:** enter \*seattle or \*merton

Example Name: City of Seattle

Last Name: City of Seattle

Example Name: Town of Merton

Last Name: Town of Merton

Example Name: Milwaukee County

Last Name: Milwaukee County

Example Name: State of Wisconsin

Last Name: State of Wisconsin

## 15.8 ENTERING COURTS & PERSONNEL

Enter courts and personnel exactly as the name appears on the complaint.

**Search Hint:** enter \*circuit or \*court

Example Name: Kenosha County Circuit Courts

Last Name: Kenosha County Circuit Courts

Example Name: U.S. Clerk of Court

Last Name: US Clerk of Court

## 15.9 ENTERING BOARD OF SUPERVISORS, TRUSTEES & REGENTS

Enter names exactly as they appear on the complaint.

**Search Hint:** enter \*board\*supervisors or \*board\*directors

Example Name: King County Board of Supervisors

Last Name: King County Board of Supervisors

Example Name: Milwaukee Board of School Directors

Last Name: Milwaukee Board of School Directors

## 15.10 ENTERING SCHOOLS, COLLEGES & UNIVERSITIES

Enter school names exactly as they appear on the complaint.

**Search Hint:** enter \*school or \*university

Example Name: Nicolet School District

Last Name: Nicolet School District

Example Name: Hartland Schools

Last Name: Hartland Schools

Example Name: MATC

Last Name: MATC

Example Name: Alverno College

Last Name: Alverno College

## 15.11 ENTERING ESTATES AS PARTIES

When an estate is a party in a case, the estate is entered in Last Name and any additional text, such as “by executor” is entered in Party Text.

Example Name: Estate of James P. Sentinel by Joseph Smith, as Executor of the Estate of James P. Sentinel

Last Name: Estate of James P Sentinel

Party Text: by Joseph Smith as Executor of the Estate of James P Sentinel

Example Name: Joseph Smith, as Executor of the Estate of James P. Sentinel

Last Name: Estate of James P Sentinel  
Party Text: by Joseph Smith as Executor

### **15.12 ENTERING REAL ESTATE AS PARTIES**

Enter real estate exactly as it appears on the complaint.

Example Name: One Parcel of Real Estate located at 23 Elm Row, Phoenix, AZ

Last Name: One Parcel of Real Estate located at 23 Elm Row Phoenix AZ

### **15.13 ENTERING MONEY OR PROPERTY AS PARTIES**

Enter money exactly as it appears on the complaint, with the exception of omitting punctuation and the “cents” in a dollar amount.

Example Name: \$14,669.00 in U.S. Currency

Last Name: \$14669 US Currency

Example Name: Approximately \$200,000 in U.S. Currency

Last Name: Approximately \$200000 US Currency

Enter property exactly as it appears on the complaint.

Example Name: Green Backpack

Last Name: Green Backpack

### **15.14 ENTERING VEHICLES AS PARTIES**

Enter vehicle information exactly as it appears on the complaint.

Example Name: 1979 Chrysler Newport, VIN #325678765445

Last Name: 1979 Chrysler Newport VIN #325678765445

Example Name: 1987 Chevrolet Malibu Wisconsin License No. DFK180

Last Name: 1987 Chevrolet Malibu Wisconsin License No DFK180

### **15.15 ENTERING GUARDIAN AD LITEM**

Example Name: K. T., a minor, by his or her guardian ad litem James N. Johnson

Last Name: T

First Name: K

Party Text: a minor by his or her Guardian ad Litem James N Johnson

### **15.16 ENTERING TRUSTEE**

Example Name: Jane Pettit Charitable Fund, by its Administrator/Trustee James N. Johnson

Last Name: Jane Pettit Charitable Fund

Party Text: by its Administrator/Trustee James N Johnson

### **15.17 ENTERING NEXT BEST FRIEND – NATURAL GUARDIAN – MOTHER**

Example Name: Mary Smith, a minor, by her Next Best Friend, Martha Smith

Last Name: Smith

First Name: Mary

Party Text: a minor by her Next Best Friend Martha Smith